



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT #15716
APO AP 96271-5716

IMKO-AC-PW

01 JAN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Area III Support Activity Policy Memorandum #8 - Allocation of Real Estate for Unit Commanders within Area III

1. References:

- a. Army Regulation (AR) 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- b. Army Regulation (AR) 415-28, Real Property Category Codes, 1 November 2004.
- c. United States Forces Korea (USFK) Regulation 405-7: Facilities and Areas (Real Estate) Policies and Procedures in Korea, 8 July 1988.

2. This policy memo provides information on the procedures for the Allocation of Real Property. The Real Property Branch in DPW (Bldg 756) has the responsibility to ensure that, with each change of command, the allocation record is updated and correct.

3. This policy letter is to ensure that the transfer of all responsibilities to the appointed Real Property Officer occurs within the guidelines of USFK Regulation 405-7, Chapter 1. It is the unit commander's responsibility to delegate a responsible officer (or individual) for real property. He/she can relinquish the duties upon his or her departure from the Command to the incoming new commander. The new unit commander will conduct a joint inventory and any shortages detected during the joint inventory will require the initiation of a Financial Liability Investigation of Property Loss no later than 15 days after the discovery of the loss as prescribed in AR 735-5. Upon completion of the inventory, the designated responsible officer or individual will sign the receipt form and return a copy to the Real Property Office.

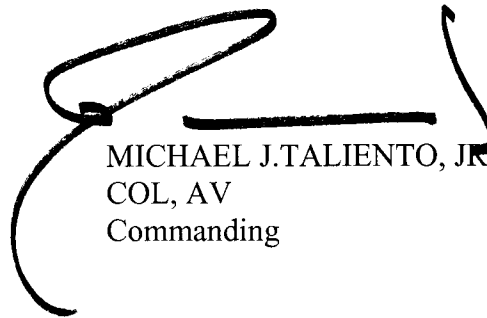
4. This responsible officer or appointed individual should be the same individual designated to authenticate Facilities Engineering Work Requests (DA Form 4283) for the unit. (**NOTE:** A current DA Form 1687, DELEGATION OF AUTHORITY must be on file at the Engineering Resource Management Division and the Directorate of Public Works, prior to any business conducted, to include assumption of command orders.)

5. Each building has a designated use listed on the real property records under a utilization category number as described in AR 415-28. The utilization of buildings will not be changed until an approval is obtained from the Directorate of Public Works, in accordance with the procedures contained in UFSK Regulation 405-7.

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6. The points of contact for the above policy letter is the Real Property Branch at 753-7934 and Master Planning Division at 753-7419.



MICHAEL J. TALIENTO, JR
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Commanding

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